



*“Advancing and Stretching
Your Knowledge”*

Human Resource Institute

Total Compensation (Payroll Focus) Courses

Courses:

Contact Hours:

Advanced Access	3.25
Advanced Excel	3.25
Advanced Payroll Accounting	6.5
Advanced Metrics/Statistical Analysis/Demographics/ Surveys	6.5
Basic Payroll Accounting	3.25
Commonwealth Accounting and Reporting System (CARS) or equivalent	13
Commonwealth Integrated Payroll/Personnel System (Introductory Leave)	6.0
Commonwealth Integrated Payroll/Personnel System (Introductory Payroll)	18
Financial & Budgeting Concepts	6.5
Financial Management	16
Fundamentals of Benefits	13
Fundamentals of Compensation	13
Introduction to the Commonwealth Personnel Management Information System (PMIS) or equivalent	6.5
Leave Policies	3.25
Overview of Total Compensation	3.25